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Central Intelligence Agency



Washington, D.C. 20505

17 OCT 1986

Ms. Dolores P. "De" Burton
President
DP Associates
4501 Arlington Boulevard
Apartment 728
Arlington, Virginia 22203

Dear Ms. Burton:

Thank you for accepting our invitation to conduct a workshop entitled, "Image Management: Representing Yourself and Your Office," for the Office of Training and Education Conference. We appreciate your willingness to speak to our managers, instructors, and training support personnel as a public service.

Your session will occur from 1530-1645 hours on 12 November 1986. The presentation will occur in a classroom with enrollment limited to a maximum of 25 participants. Actual numbers are not available at this time. Plan to arrive at the site at least one hour prior to your workshop to attend a security briefing.

[redacted] our conference coordinator, will provide travel and lodging information to you directly. If you have any questions, please contact her on [redacted] Any changes in travel arrangements should also be coordinated with [redacted]

I look forward to meeting you at the conference.

Distribution:

Orig. - Addressee

2 - [redacted]

1 - [redacted]

1 - Chrono

1 - SO/OTE

1 - OTE Registry

Sincerely,



Director
of
Training and Education